



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PUBLIC PROGRAMS**

BRIDGING CULTURES
THROUGH FILM:
INTERNATIONAL TOPICS

Deadline: June 12, 2013 (for projects beginning January 2014)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Items referred to in this document needed to complete your application:

- ☐ Budget instructions
- ☐ Budget form
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov.

We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

I. Program Description

The *Bridging Cultures* through Film: International Topics program supports documentary films that examine international and transnational themes in the humanities. These projects are meant to spark Americans' engagement with the broader world by exploring countries and cultures outside of the United States. Proposed documentaries must be analytical and deeply grounded in humanities scholarship.

The Division of Public Programs encourages innovative nonfiction storytelling that presents multiple points of view in creative formats. The proposed film should range in length from thirty minutes to a feature-length documentary.

We invite a wide range of approaches to international and transnational topics and themes, such as

- an examination of a critical issue in ethics, religion, literature, or history, viewed through an international lens;
- an exploration of a topic that transcends a single nation-state;
- a biography of a foreign leader, writer, artist, or historical figure; or
- an exploration of the history and culture(s) of a specific region, country, or community outside of the United States.

Sample project

A two-hour documentary probed the life and teachings of the man from northern India who set out over two thousand years ago on a journey to comprehend human suffering and came to be known as the Buddha. The film creatively wove together ancient artwork, contemporary animation, poetry, and footage from modern-day India, to provide background on the rise of Buddhism—a religion whose rituals are still practiced today in much of the world by millions of followers. Poets and scholars from a variety of disciplines and countries examined the key stages of the Buddha's journey and reflected on the meanings of the Buddha for our lives today.

Bridging Cultures through Film: International Topics offers two levels of support for documentary films: development and production. Filmmakers can apply for either development or production funding but not for both simultaneously. *Bridging Cultures* through Film supports only documentary films and not ancillary materials, digital projects, or websites.

Applicants for development grants are strongly encouraged—and applicants for production grants are required—to demonstrate international collaboration by enlisting scholars based both in the United States and abroad, and/or by working with an international media team. Such collaborations should bring broader cross-cultural perspectives to the proposed topics.

Development funds support filmmakers for a wide range of activities that include but are not limited to collaboration with scholars to develop humanities content, research, preliminary interviews, travel, and the creation of partnerships for outreach activities. Applicants must have obtained the commitment of humanities scholars to serve as advisers to the project prior to applying for a development grant. Projects receiving development funds should culminate in a script and must identify the producer, director, and writer for the production phase. Funds may also be applied to the production of a trailer.

Production funds support filmmakers in various stages of production and post-production. Applicants must submit a script for a production grant. This script should demonstrate a solid command of the humanities ideas and scholarship related to the subject matter. Applicants must have consulted with appropriate humanities scholars about the project and must have obtained their commitment to advise the project before submitting an application for a production grant.

Development and production funds may not be used for the following:

- live action dramas (fiction) or dramatic adaptations of literary works;
- programs designed to persuade audiences of a particular political, religious, or ideological point of view;
- films that advocate a particular program of social or political action;
- projects intended primarily for students in a formal learning environment;
- the creation of an ongoing series; or
- projects intended solely for theatrical release.

Acknowledgment of NEH support

NEH requires crediting for any program based on or incorporating the materials created with these awards, including any works derived from those materials.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those projects that provide free access to the public. For the *Bridging Cultures* through Film program, such products may include television programs. Detailed guidance on access and dissemination matters can be found in the “Distribution expectations and rights” section below.

Distribution expectations and rights

Once production is completed, NEH expects that projects will be offered for distribution to broad public audiences, so that the American public will have ready and easy access to the products of NEH awards. NEH must approve all distribution arrangements before they are finalized.

While the grantee owns the rights to the products of the grant, such as program scripts and television programs, NEH reserves a nonexclusive and irrevocable right to use materials produced under a grant and to authorize others to use these materials for federal purposes. Grant recipients are expected to provide upon request copies of NEH-funded films to the Department of State at the cost of reproduction and shipping; no royalties or other fees may be charged. These films will be shown by American embassies to audiences free of charge through the Department of State's "American Spaces" program, which seeks to engage audiences abroad in order to build mutual trust and respect.

For more information on NEH's rights to grant products, please see [Article 23 of the General Terms and Conditions for Awards](#).

Program income

Production award recipients are required to report income earned from grant products during the grant period and for seven years following the end of the grant. In addition, a percentage of income earned during this period must be returned to NEH. The percentage is based upon the proportion of the total project costs that NEH supported. For further information, please see the [NEH Program Income Policy](#).

II. Award Information

Awards are for one to three years and for up to \$75,000 (for development) and up to \$800,000 (for production).

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

(Learn more about different [types of grant funding](#).)

Cost sharing

Cost sharing includes cash contributions to a project by the applicant and third parties, as well as in-kind contributions, such as donated goods and services. Cost sharing also includes gift money raised to release federal matching funds.

Cost sharing is not required for development projects. Although cost sharing is also not required for production projects, this program is rarely able to support the full costs of production projects approved for funding.

Funding commitments

Successful applicants for production grants will be required to have commitments for the full funding of a project before grant funds are released and production begins.

Other award information

A grant from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

III. Eligibility

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

Independent producers who wish to apply for NEH funding must seek an eligible organization to sponsor their project. Under this arrangement, the sponsoring organization becomes the applicant and is responsible for submitting the application to NEH. The sponsoring organization will be considered the grantee of record and assumes all attendant responsibilities of a grantee organization.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

If an application for a project is already under review, another application for the same project cannot be accepted by this or any other NEH grant opportunity. For example, while an application is under review in *Bridging Cultures* through Film, an application for the same project cannot be submitted to America's Media Makers.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

HOW TO PREPARE YOUR APPLICATION

Application advice and proposal drafts

Applicants are encouraged to contact NEH program officers, who will answer questions about the review process, supply samples of funded applications, and review preliminary drafts. NEH recommends that drafts be submitted at least six weeks before the deadline, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date. Although staff comments are not part of the formal review process and have no bearing on the final outcome of the application, previous applicants have found them helpful in strengthening

their applications. Draft proposals should be sent as attachments to e-mail messages to publicpgms@neh.gov or to individual program officers.

The following required elements of the proposal must be submitted through Grants.gov.

1. Table of contents

List all parts of the application with corresponding page numbers.

2. Narrative

The narrative should not exceed fifteen single-spaced pages, with one-inch margins. At least eleven-point type should be used. The narrative should provide a clear explanation of the story that the film will tell and its central humanities themes; it should demonstrate that the project's themes and ideas are informed by relevant humanities scholarship; and it should explain the film's narrative arc, points of view, structure, and cinematic style (for example, reenactment, cinema verité, or animation). The narrative should begin with a one-paragraph synopsis outlining the type of grant requested (development or production), the project's subject, and the amount requested from NEH. The narrative should then discuss the following:

- A. the subject, plot, setting, characters, point of view, and structure;
- B. the humanities content (that is, the significant humanities themes and the humanities scholarship that provides the foundation for the project);
- C. the visual approach of the film;
- D. the resources to be used, including interviews, archival materials, and audio and visual materials;
- E. the audience for the film (that is, who will be interested in the film, how the audience will be reached, and what the audience will learn);
- F. the qualifications of the members of the media and humanities teams (see element 3 below), and the contributions that they will make to the project;
- G. the anticipated distribution plans for the film (if you have received a letter of interest or commitment from a broadcaster or distributor about your project, include the letter in element 3, which is discussed below);
- H. the status of the film and the work plan (the work plan should provide information about each month of the grant period, listing the meetings of the media team with the humanities advisors, and the specific people involved);
- I. the ancillary activities and materials related to the project (even though these activities and materials will not be supported through these grants); and
- J. a profile of the applicant organization and, if different, the entity producing the documentary.

3. Letters and CVs from the project teams, and letters of interest or commitment from broadcasters and distributors

Each project must involve both a media team and a team of humanities advisers. At least one member of the media team must demonstrate previous film or television production experience in a principal role (such as director, co-director, producer, or co-producer) by submitting a previously completed work sample. (See the discussion of the sample below: element 5 of the application.)

NEH strongly encourages applicants for development grants (and requires applicants for production grants) to include participants from different countries on at least one of these two teams. Submit letters of commitment and CVs (of two pages or less) for both the members of the media team and the humanities advisers. Documents not written in English must be accompanied by English translations.

In addition, if you have received a letter of interest or commitment pertaining to your project from a broadcaster or distributor, include the letter as part of this element.

4. Treatment (for development applications) or script (for production applications)

- A development application must include a treatment. The treatment should not exceed ten pages per hour of the proposed final documentary. (For example, a proposed two-hour documentary must include a treatment no longer than twenty pages.) The treatment should demonstrate the storyline and the main humanities themes.
- A production application must include a working script. The script should not exceed thirty pages per hour of the proposed final documentary. (For example, a proposed three-hour documentary must include a script no longer than ninety pages.) The script should demonstrate how the program integrates the humanities content and analysis.

5. Sample

Submit a sample of previously completed work. Additionally, a production application may (but need not) include a work-in-progress sample. Create an attachment section that briefly—in half a page or less—describes the sample(s), indicating the roles played by members of the current media team. This section might also discuss the ways in which the sample or samples resemble or differ from the proposed film, in terms of style, production quality, or incorporation of humanities content. Please see the “How to Submit Work Samples” section below for additional instructions.

6. Bibliography

Submit a bibliography of the humanities scholarship that informs the project. Additionally, if there are other documentaries on similar or related subjects, briefly explain how this project will make a new contribution.

7. Budget

Using the instructions and the sample budget, complete the budget form (MS Excel format). (Links to the instructions, sample budget, and budget form are available on the [program resource page](#).) Submit the budget in a font of at least eleven points. You may use your own budget form or the standard industry budget format in place of sections 1-10 of the budget form, but you must also provide a budget summary similar to sections 11 and 12 of the NEH budget form.

If you are claiming indirect costs, please attach a copy of your institution's current federally negotiated indirect cost rate agreement to the budget form.

- **Compensation**

Please identify all key project personnel by name on the budget form. Indicate in the budget if any of these individuals will perform different and separately budgeted functions.

Compensation for key project positions, such as the project director, producer, director, and scriptwriter, will be considered as fixed fees for service, even though the amount of compensation requested is calculated on the basis of the projected length of the project.

- **Department of Labor regulations**

U.S. Department of Labor regulations require that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH be paid not less than the minimum union or guild rates.

A copy of the applicable regulations, "Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities," may be accessed [online](#) or obtained from NEH's Office of Grant Management, Room 311, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 (202-606-8494).

- **Equipment**

NEH does not normally allow the purchase of equipment, but you may use your own equipment and include charges for this use, subject to the following:

- for equipment and facilities that are not fully depreciated, determine actual costs on the basis of the acquisition costs, divided by the useful life, times the period of use on the project; and
- for equipment and facilities that have been fully depreciated, you may include charges to operate the asset, including the cost of maintenance, insurance, and other related expenses.

For further information, please see [Article 7 of the General Terms and Conditions for Awards](#).

- **Foreign travel**

U.S. flag air carriers must be used for all air transportation of persons or property that is paid in whole or in part with NEH funds. Please see [Article 10 of the General Terms and Conditions for Awards](#) for further details.

- **Administrative fee in lieu of indirect costs for sponsoring organizations**

Under certain circumstances, a nonprofit organization may sponsor an independent producer, filmmaker, or group that, without tax-exempt status, is not eligible to apply directly for a grant from NEH. The sponsoring organization, also called an “umbrella” organization, may provide the project with accounting services, office and editing facilities, fundraising assistance, and other administrative support, but may not carry out the project activities itself. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee. For further information, please see [Requirements for Grant Recipients that Serve as Sponsors of Projects](#).

NEH will allow a sponsoring organization to recover its costs for administering the award by charging an administrative fee of 5 percent of total project costs. This administrative fee may be charged instead of negotiating an indirect-cost rate with NEH.

Applicants that are sponsoring organizations and wish to budget for the 5 percent administrative fee should do so in the “indirect costs” section of the NEH budget form.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

HOW TO SUBMIT WORK SAMPLES

You may submit work samples either as DVDs or through a URL embedded in the application. For all samples submitted as DVDs, label the case of each of the **eight** copies with the project director’s name and the title of the program. DVD work samples should be compatible with most computers or DVD players. (Do not submit Blu-ray discs.) DVD samples must arrive at NEH on or before the application deadline. For work samples submitted via URL, make sure that you have provided a working URL in the application, and that the URL will be accessible on a range

of computers and iPads. Works not in English must be accompanied by English subtitles. Samples will not be retained by NEH, and they will not be returned to the applicant.

Send eight copies of the DVD sample or samples to

Bridging Cultures through Film: International Topics
Division of Public Programs
National Endowment for the Humanities
Room 426
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

Deadlines

Applications must be received by Grants.gov on or before June 12, 2013. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

The required work samples must also arrive at NEH **on or before June 12, 2013**, to be considered as part of the application.

V. Application Review

Applications are evaluated according to the following criteria:

- 1. Intellectual content and format**

The significance of the subject and the humanities ideas, and the likelihood that the film will increase understanding of one or more countries or cultures outside of the United States; the extent to which the project offers an analytical perspective; and the likelihood that the chosen format will effectively convey important humanities ideas to an audience.

- 2. International collaboration**

The extent to which the project demonstrates international collaboration through the involvement of scholars who offer multiple perspectives—informed by relevant scholarship—on the subject, and/or members of the media team.

- 3. Audience**

The appeal of the subject to a general audience, the accessibility of the ideas, and the quality of the project's plan to reach a broad audience.

4. Project teams (humanities scholars and media team)

The qualifications and potential contributions of the advising humanities scholars, the experience and demonstrated technical skills of the media team, and the quality of the media team's previous work.

5. Status of film and budget

The likelihood that the applicant will achieve the project's goals in a timely and efficient manner, and the appropriateness of the project's costs.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

Award notices

Applicants will be notified of the decision by e-mail in December 2013. Institutional grants administrators and project directors of successful applications will receive the award documents by e-mail in January 2014. Applicants may obtain the evaluations of their applications by sending an e-mail message to publicpgms@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in the [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) will be due within ninety days after the end of the award period. For production grants, a program income report is due with the final Federal Financial Report and for each of the seven years following the completion of the award period. For further details, please see the [Financial Reporting Requirements](#).

VII. Points of Contact

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
1100 Pennsylvania Avenue, NW
Room 426
Washington, DC 20506
202-606-8269
publicpgms@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: <http://www.grants.gov>
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
www.grants.gov/applicants/app_help_reso.jsp
Grants.gov support line: 1-800-518-GRANTS (4726)
Grants.gov [troubleshooting tips](#)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the

Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. Alternatively, you can search Grants.gov for this program. The program resource page also includes a direct link to the instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
 - ATTACHMENT 1: Table of contents (name the file “contents.pdf”)
 - ATTACHMENT 2: Narrative (name the file “narrative.pdf”)
 - ATTACHMENT 3: Letters and CVs from the project teams, and (if applicable) letters of interest or commitment from broadcasters and distributors (name the file “lettersandcvs.pdf”)
 - ATTACHMENT 4: Treatment or script (name the file “script.pdf.”)
 - ATTACHMENT 5: Description of your sample (name the file “sample.pdf”)
 - ATTACHMENT 6: Bibliography (name the file “bibliography.pdf”)
 - ATTACHMENT 7: Budget and—if you are claiming indirect costs—a copy of your institution's current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to

convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.